

**Federal Technical Capability Panel  
Conference Call Minutes  
September 17, 2014**

---

Karen Boardman, Chair, opened the meeting and welcomed everyone.

**FTCP Strategic Plan Briefs – Dave Chaney**

Jeannie Lozoya sent out DRAFT FTCP Strategic Plan (FY 2015-2018) for review and comment. Strategic Plan is focused on top three priorities that were developed at the FTCP F2F in May 2014 and those actions that were recommended to be carried forward by Goal Champions. Dave thanked those who provided comments.

Champions for Goals 1-3 are stated below. Volunteer is still needed for Goal 3.

Champions for Strategic Plan:

Goal 1 – Dave Chaney

Goal 2 – Karen Boardman

**Goal 3 – VOLUNTEER NEEDED TO CHAMPION GOAL 3 or consideration given to incorporation into Goals 1 and 2.**

**ACTION: Dave Chaney and Jeannie Lozoya will work on finalizing FTCP Strategic Plan (FY 2015-2018).**

**Due Date: October 31, 2014**

**Workforce Staffing Analysis** – Memo was distributed. See attached.

**ACTION: Reports due January 15, 2015**

**FAQS and TQP Self-Assessment Status Update – Dave Chaney/Jeanette Yarrington**

Dave Chaney and Jeanette Yarrington provided an update on FAQS and FTCP/TQP Self-Assessment (SA) data. See attached matrices.

**OUTSTANDING ACTION: Jim Landmesser did not participate in the call--feedback still needed from EM/Todd Lapointe or Jim Landmesser. Bill Weaver will take the action to meet with Todd Lapointe and provide status/update.**

- 1. EM (Todd Lapointe or Jim Landmesser) provide update on FAQS and Self-Assessment status.**

**Due Date: July 9, 2014**

**e-TQP Update – Mark Miller/Walter Meeks**

**Project Update** – Alpha Test was conducted the week of August 11, 2014. Team provided feedback after Alpha Test. Beta Test was scheduled to start the week of September 8, 2014, but delayed due to compatibility issues with Internet Explorer 9. Beta Test sites were notified of date changes.

**PILOT Sites include** – Office of Environment, Safety, and Health (AU-HQ), Sandia Field Office-NNSA, Nevada Field Office-NNSA, Richland Operations Office-EM, Idaho Operations Office-NE, Pacific Northwest Field Office-SC

**Administrative Maintenance of FAQS (e-TQP) – Walter Meeks**

PILOT Package was submitted to the GTB SME Team for review and concurrence by September 26, 2014. Status???

In addition, the GTB Sponsor concurred with reaffirmation of the General Technical Base FAQS. Due to this decision, this was also part of the package the NTC prepared.

**ACTION: NTC will conduct a PILOT on the proposed process with the GTB FAQS. The following volunteered to participate as part of the process: Mike Mikolanis, Mark Brown, Carl Sykes, and Bill Schleyer.**

**Due Date: August 2014 – COMPLETED**

**UPDATE: PILOT Package has been submitted to SME grouping and comments have been received and package is in comment resolution. After comment resolution, next step is REVCOM process.**

### **NSS JTA Review Team – Mark Miller (for Al MacDougall)**

Mark Miller reported that the VTC was held and JTA was completed. Thanked Mike Mikolanis, Ted Pietrock, and Mark Brown for their support in this effort. NTC will now crosswalk JTA with current NTC Safety Basis courses. NSS FAQs update should follow.

### **FAQS Concept – Mark Miller**

Common Core Competencies – no updates to report. Al MacDougall is working on Implementation Plan.

**ACTION: Al MacDougall to prepare Implementation Plan.**

**Due Date: TBD**

### **NTC Calendar Year 2015 Training Schedule – Mark Miller**

The NTC courses were identified and recommend that interested participants go to the NTC website to see the course schedule and register. The training schedule will be available on-line and covers the remainder of 2014 as well as the upcoming 2015 calendar year. It was posted on September 9, 2014. It was reported that there will be fewer courses than last year in order to free up new development resources. The NTC will work with sites to provide needed training on a priority basis throughout the upcoming year through the use of the “Non-Scheduled Training Request Form” which is available on the NTC website.

### **TQP Qualifying Official (QO) Training Video**

Conference call was held with Mike Mikolanis regarding TQP QO Training Video. Mike will work on updating the TQP QO Training Video to be focus on DOE-wide use. NTC is currently reviewing the current power point slides used for the training and will provide Mike comments.

#### **ACTION:**

- 1. NTC provide Mike with comments on training materials by October 15, 2014.**
- 2. Mike Mikolanis has committed to updating the training video by November 2014.**

### **Closing – Dave Chaney**

Dave Chaney closed the meeting by thanking everyone for their participation.

## **Next FTCP Conference Call – October 15, 2014**